



# Keswick Community Housing Trust

## **APPLICATION FORM - Bewdeill, Ashtree Avenue, Keswick, CA12 5PF**

1. Please complete all questions, writing 'none' or 'not applicable' if appropriate. Continue on a separate sheet for any of your answers where there is insufficient space, making it clear which question the information relates to.
2. Your completed application can be emailed to [Secretary@KeswickCHT.org.uk](mailto:Secretary@KeswickCHT.org.uk). **Please include documentary evidence to back up your statements e.g. last 3 months pay slips and bank statements, references, testimonials, healthcare reports, photographs, your notice to quit.**

Please note:

*The information you provide in this application will be retained in the strictest confidence, and will only be shared with the KCHT Allocations sub-group to assist in compiling a shortlist of applicants for interview. KCHT will not share your personal information with third parties except as necessary to carry out our business or as required by law or other legal processes. If you are offered the tenancy, your application will be retained by KCHT. Applications from unsuccessful applicants will be securely destroyed once the tenancy has been commenced.*

### **PRE-QUALIFICATION CRITERIA**

Successful applicants for the house, during their tenancy, must not have an interest in any other property, either through tenancy or ownership, irrespective of whether it is income generating or not. This can be waived in exceptional circumstances, however we would require full details

<b>Do you have an interest in any other residential property whether it is income generating or not?</b>	
<b>YES / NO</b>	<b>If YES, please provide the full property address</b>
If Yes, explain why it is inappropriate for you to be housed there	

**SECTION 1: INFORMATION ABOUT YOU**

DETAILS	APPLICANT 1	APPLICANT 2
Title: (Mr, Mrs, Miss, etc)		
Full Name:		
Age		
Date of Birth		
Place of Birth		
Current Address		
Residential Status		
Contact Telephone		
Email address		
How long have you been living and/or working in the Keswick area (years and months)		

**DETAILS OF HOUSEHOLD / FAMILY MEMBERS WHO WILL BE MOVING WITH YOU**

Please detail below any children and /or adults who would either be moving with you, or who would wish to stay regularly with you, but for whom this wouldn't be their sole or main home.

FULL NAME	AGE	DATE OF BIRTH	GENDER	RELATIONSHIP	NO. OF NIGHTS A WEEK THEY STAY WITH YOU?

**SCHOOLS ATTENDED**

Please list below the schools in either Keswick or the Local Wider Area attended at any time by you, your partner and any adults or children living with you on a full or part time basis.

NAME OF APPLICANT	NAME AND ADDRESS OF SCHOOL	DATES ATTENDED	
		FROM	TO

Please detail any pets that you currently own or help look after, and that you would either wish to bring with you or would anticipate staying with you on a regular basis.

*Please note that you will require prior written permission – which will not be unreasonably withheld. Any pets kept by you must be kept under proper control and not be allowed to cause nuisance to any other person.*

TYPE	AGE	YEARS OWNED	NATURE



**SECTION 3: EMPLOYMENT INFORMATION**

APPLICANT 1 YOUR CURRENT JOB(S)	YOUR PLACE OF WORK	DATE STARTED	NAME AND ADDRESS OF EMPLOYER	HOURS PER WEEK
APPLICANT 2 YOUR CURRENT JOB(S)	YOUR PLACE OF WORK	DATE STARTED	NAME AND ADDRESS OF EMPLOYER	HOURS PER WEEK

Please detail below how you currently travel to work.

Please provide details of any other jobs you've held over the past ten years

APPLICANT 1 YOUR ROLE, NAME AND ADDRESS OF EMPLOYER	DATES (FROM/TO)	HOURS PER WEEK	REASON FOR LEAVING
APPLICANT 2 YOUR ROLE, NAME AND ADDRESS OF EMPLOYER	DATES (FROM/TO)	HOURS PER WEEK	REASON FOR LEAVING

**SECTION 4: COMMUNITY ACTIVITIES**

Are you active in any local voluntary or community groups outside of work? This can include for example sports clubs, artistic groups, social groups, community support groups, or council activities. Please give details of the activity, where it is held, your level of involvement i.e. key organiser, helper, participant and / or member and the frequency of your involvement.

<b>APPLICANT 1</b> <b>DESCRIPTION of ACTIVITY and ADDRESS where it is held</b>	<b>LEVEL OF INVOLVEMENT</b> <b>(KEY ORGANISER / HELPER / PARTICIPANT / MEMBER)</b>	<b>FREQUENCY</b>
<b>APPLICANT 2</b> <b>DESCRIPTION of ACTIVITY and ADDRESS where it is held</b>	<b>LEVEL OF INVOLVEMENT</b> <b>(KEY ORGANISER / HELPER / PARTICIPANT / MEMBER)</b>	<b>FREQUENCY</b>

**SECTION 5: YOUR CURRENT SITUATION AND PREVIOUS ACCOMMODATION HISTORY**

NOTE Examples of residency status include: *Owner Occupier; Lodger; Living with parents, relatives or friends; provided with job; Council tenant; Housing Association Tenant; Private Tenant; shared owner; Homeless / no fixed abode; other*

NAME OF APPLICANT	YOUR CURRENT ADDRESS	DATE MOVED IN	RESIDENCY STATUS

**DESCRIPTION OF CURRENT ACCOMMODATION**

NUMBER AND SIZE OF BEDROOMS		OTHER ROOMS OR SPACES YOU HAVE USE OF							
SINGLE	DOUBLE	KITCHEN / DINER	LOUNGE	UTILITY	BATHROOM / SHOWER	SEPARATE WC	HALL	PARKING	OUTSIDE SPACE
APP 1									
APP 2									

MAIN REASONS FOR WISHING TO LEAVE:

IF YOU HAVE BEEN GIVEN NOTICE TO QUIT, PLEASE DETAIL WHY, ATTACH A COPY AND ADVISE THE DATE WHEN YOU NEED TO HAVE LEFT BY.

IF YOU ARE REGISTERED WITH CUMBRIA CHOICE, WHEN DID YOU FIRST REGISTER AND WHAT IS YOUR CURRENT PRIORITY RATING.

Please provide details of any other addresses you've lived at over the past ten years

NAME OF APPLICANT	PREVIOUS ADDRESSES	DATES (FROM/TO)	RESIDENCY STATUS	REASON FOR LEAVING

**SECTION 6: YOUR FINANCIAL CIRCUMSTANCES**

This section must be fully completed in respect of your income, expenditure and savings. **Please also include copies of your last three months bank statements with your application for each applicant.**

INCOME		APPLICANT 1	APPLICANT 2
MAIN WORK	Gross guaranteed MONTHLY pay from Main work ( <i>i.e. before tax &amp; NI</i> )		
	Gross extra MONTHLY pay from main work (e.g. Overtime, Bonus, Commission, tips)		
	MONTHLY deductions from gross pay ( <i>e.g Pensions, childcare vouchers</i> )		
OTHER WORK	Gross guaranteed MONTHLY pay from other work ( <i>i.e. before tax &amp; NI</i> )		
	Gross extra MONTHLY pay from other work (e.g. Overtime, Bonus, Commission, tips)		
	MONTHLY deductions from gross pay ( <i>e.g Pensions, childcare vouchers</i> )		
ADDITIONAL HOUSEHOLD INCOME	Working Tax Credits (Monthly)		
	Universal Credit (Monthly)		
	Child Tax Credit (Monthly)		
	Child Benefits (Monthly)		
	Disability allowance (Monthly)		
	Guaranteed Maintenance Income (monthly)		
	Other regular Income (Monthly) (please specify source)		
MONTHLY EXPENDITURE		APPLICANT 1	APPLICANT 2
Student Loan payments			
Other loans / hire purchase repayments			
Outstanding credit card balances (if not paid in full each month)			
Cost of your current accommodation <i>e.g. mortgage, rent, board etc.</i>			
Cost of your utilities bill <i>e.g. heating, light, water, council tax</i>			
Maintenance payments made.			
SAVINGS		APPLICANT 1	APPLICANT 2
Spare money each month after meeting your outgoings.			
Savings built up over time <i>(cash and investments)</i>			

Detail below if you have arrears for your rent, council tax or other payments in respect of your current home, or any outstanding county court judgements.

**SECTION 7: YOUR REASONS FOR APPLYING FOR A TWO BED RENTAL FLAT IN KESWICK**

Please explain why you are in need of a two-bedroom rental property in Keswick.

**SECTION 8: REFERENCES AND DECLARATIONS**

Please provide details of at least two referees (who must not be close relatives) and ideally should have known you for at least three years. If you are currently renting, one of your referees must be your LANDLORD or LANDLORD’S AGENT. If you are employed, one of your referees must be your EMPLOYER.

REFEREE 1	APPLICANT 1	APPLICANT 2
Title and Full Name		
Address		
Email		
Tel No		
Connection to you		
REFEREE 2	APPLICANT 1	APPLICANT 2
Title and Full Name		
Address		
Email		
Tel No		
Connection to you		

*(references will be taken up if you are offered the tenancy)*

- **I/we certify that the information given on this application is true and accurate to the best of my/our knowledge and belief. I/we understand that any false or deliberately misleading information may result in this application being rejected, or if successful, the tenancy being revoked.**
- I/we confirm that I/we will produce evidence of my/our income from employment and all other sources to establish my /our ability to meet the rental and other commitments in respect of any tenancy granted to me/us.
- I/we would be willing to attend for interview if invited.

	SIGNATURE	PRINT NAME	DATE
APPLICANT 1			
APPLICANT 2			

How did you first become aware of this vacancy i.e. word of mouth, advert in the Keswick Reminder, KCHT Facebook page, KCHT website?